



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLANT INDUSTRY REGIONAL MANAGER	39	A	1.112

Under general direction of the Bureau Chief, Plant Industry Regional Managers manage the overall function of the plant industry programs in an assigned geographical region in the State.

Evaluate and determine operational activities and develop plans for program implementation in the region; assign and prioritize work, develop alternative approaches, set work schedules, review findings, and provide for cross-training, in order to ensure efficient operations and attainment of Bureau program goals and objectives.

Perform various budgetary, fiscal, accounting and administrative tasks for the region including the formulation and preparation of budget estimates and reports; review previous budget allocations and evaluate past performance; project personnel and equipment needs; ensure proper handling of fees and fines collected in accordance with State regulation and Division policies; authorize purchases and monitor funds.

Analyze pertinent information related to policy and program evaluation; prepare narrative and statistical reports and summaries.

Supervise and coordinate the weights and measures enforcement program in accordance with State and federal rules and regulations and Division policies and procedures.

Determine work operations, work methods and procedures, and make adjustments to reflect changes in objectives, operations, and relationships with other sections consistent with Division policies; review progress toward program objectives; and review and resolve unusually difficult or important issues; review work and progress reports prepared by subordinate supervisors.

Train, supervise, and evaluate the performance of subordinate personnel; make hiring recommendations, delegate assignments, and initiate corrective or disciplinary actions including termination as appropriate.

Review and analyze new and proposed legislation pertaining to plant industry; determine regulatory needs and concerns; make recommendations and assist in drafting legislation.

Represent the Bureau of Plant Industry; appear as an official representative and present testimony at governmental and public forums; respond in writing to complaints, inquiries, requests for public information and environmental impact statements, and other official communications; give informational presentations at meetings of civic groups or professional organizations regarding Bureau activities, programs and policies.

Review program activities and resolve problems; evaluate current factors and future trends; prepare proposals for review by the Bureau Chief in order to plan for future program needs within the region.

Supervise or conduct investigations of alleged violations of agricultural laws and regulations; receive complaints and information from routine inspections, surveillance or informants; perform or direct the performance of investigative tasks; collect and present data or samples obtained during investigations; and assist prosecuting agencies in order to comply with statutory provisions and enforce regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biological or agricultural sciences and five years of progressively responsible professional experience in agricultural regulatory programs such as agricultural product grading and inspection, pesticide operator licensing, weights and measures inspections and shipping point inspections; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: supervisory practices and techniques; plant disease; herbicides, insecticides, fertilizers and plant food; agricultural industry sampling procedures, physiological defects necessary to complete shipping point inspections; plant varieties, growing characteristics, diseases, plant quarantines, and insect infestations; vertebrate pest control; rules and regulations related to weights and measures and pesticides. **Ability to:** comprehend legal, technical, and scientific documents; write analytical reports and business correspondence; make oral group presentations; prioritize assignments; organize and conduct investigations or surveillance operations; project future needs and plan accordingly; train and instruct employees; mediate disputes; organize and analyze data; work cooperating with other agencies involved in agricultural programs; collect evidence and prepare documentation for use in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: current principles and practices of management; State accounting and budget processes; State and federal statutes and regulations pertaining to plant industry; weights and measures inspections; licensing requirements for pesticide operators; Nevada Revised Statutes and Nevada Administrative Code sections regarding hearings; proper methods for testing devices and taking samples; population dynamics of grasshoppers, crickets and other pests harmful to agriculture; agricultural regulations pertaining to the inspection of international flights. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee performance.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.112

ESTABLISHED: 11/27/61
REVISED: 7/2/75R
5/28/76PAC
REVISED: 6/15/81-3
REVISED: 7/1/87-12P
10/17/86PC
REVISED: 7/1/89R
12/14/89PC
REVISED: 7/1/97P
6/4/96PC